



County of Los Angeles CHIEF EXECUTIVE OFFICE

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June 12, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

14 June 12, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

RECOMMENDED CHANGES TO BOARD POLICY NUMBER 9.090—TELEWORK (ALL DISTRICTS) (3 VOTES)

SUBJECT

Recommendation to amend Board of Supervisors Policy Number 9.090 (Telework) to strengthen management and monitoring of the program.

IT IS RECOMMENDED THAT THE BOARD:

Introduce, waive reading, and place on the Board's agenda for adoption on June 19, 2012 revisions to Board of Supervisors Policy Number 9.090 (Telework) to strengthen management and monitoring of the program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended changes to Board of Supervisors Policy Number 9.090 (Telework) were approved by the Audit Committee on April 19, 2012. These changes strengthen the County's Telework Program (CTP) by requiring:

- approval to participate in the Program to be subject to review by department management;

- Telework training for both Teleworkers and Telemanagers prior to program participation;
- County departments participating in the CTP to submit a quarterly report to the Chief Executive Office on program usage; and
- County departments participating in the CTP to comply with all Telework Policies, Standards, and Procedures in order to remain eligible for program participation.

The attached reflects the proposed changes.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services. The Board's adoption of the changes to Board Policy Number 9.090 is consistent with this goal.

FISCAL IMPACT/FINANCING

The recommendation to adopt the amended Telework Policy will have no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Board of Supervisors Policy Number 9.090 (Telework) helps the County achieve regional clean air and traffic reduction goals. Telework, defined as working at a location other than the conventional office, is an integral part of the County's overall compliance with regulations (Rule 2202) set forth by the South Coast Air Quality Management District (SCAQMD) to reduce air pollution from employee commutes to and from work.

Rule 2202 is a legal mandate and all worksites in the County with 250 or more employees are required to comply with all provisions of the regulation. The Rule provides employers with a menu of options designed to meet ambient air quality standards mandated by the Federal Clean Air Act. Rule 2202 guidelines are provided by SCAQMD, which also provides training and consulting services.

The County Telework Program (CTP) is a management option, not a universal employee benefit. Department heads may implement telework when it is deemed mutually beneficial by the department and the employee, and as a means of increasing its Average Vehicle Ridership for sites regulated by SCAQMD under Rule 2202. SCAQMD requires regulated sites to keep records on the Telework Program for three years for audit purposes if the worksite has listed telework as a direct strategy in the Employee Commute Reduction Program, also known as Rideshare.

ENVIRONMENTAL DOCUMENTATION

Approval of this recommendation is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the amended Telework Policy will enhance the operational effectiveness of the County's Telework Program.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two originals of the final adopted Telework Policy to the CEO, Office of Workplace Programs at 500 West Temple Street Room B-1, Los Angeles, CA 90012, and make the changes to Board Policy Number 9.090, upon approval by the Board.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:MKZ
RW:EW:ib

Attachment

c: Executive Office, Board of Supervisors

Policy #:

Title:

Effective Date:

9.090

Telework Policy

07/01/08

PURPOSE

Promotes achievement of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District's (SCAQMD) Rule 2202.

Enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by offering / **and** supporting an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

Establishes a family-friendly work environment that enhances the quality of life of County employees and offers training and orientation sessions that promote **Telework as an** alternative ways **method** of working to maximize County resources, reduce absenteeism, increase productivity and improve employee morale.

REFERENCE

January 31, 1989 Board Order, Synopsis 5

August 16, 1990 County of Los Angeles Telecommuting Standards

November 16, 2004 Burke motion to update policy

December 21, 2005 Updated County Telecommuting Program and Policy

June 10, 2008 Agenda Item 62-B

August 1, 2008 Chief Executive Officer Memo "Update on the County's Telecommuting/Telework Program"

February 22, 2012 Chief Executive Officer Memo "County Telework Program Procedures"

POLICY

The County Board of Supervisors has approved the establishment of a County Telework Policy Program (CTP). Telework is working at a location other than the conventional

office. This can be either at home or at an office closer to the employee's home.

This program is a management option, not a universal employee benefit. Approval to participate in the program is subject to review by Department management. Department Heads may implement telework when it is deemed mutually beneficial by both the department and the employee, and as a means of increasing its Average Vehicle Ridership (AVR) for sites regulated by the SCAQMD under Rule 2202. The program is detailed in the Telework Program Manual and Telework Procedures.

Teleworkers may be selected from among represented or non-represented employees and must have a performance evaluation of "Competent" or higher for the most recent Performance Evaluation. They should be selected on a voluntary basis by both supervisors and employees. The employee and supervisor (Telemanager) should voluntarily participate in the program. The selection criteria should be based on suitability of their jobs, an assessment of the likelihood of their success as Teleworkers and an assessment of their supervisor's Telemanager's ability to manage remote workers.

All approved Teleworkers and Telemanagers must should first participate in a two-hour training session prior to entering into a formal County agreement unless previously certified as a Teleworker or Telemanager. A Telework Agreement must be entered into by both the County and the employee that requires compliance with established Telework Standards and Procedures, and Telework guidelines and conditions, first adopted by the Board of Supervisors on August 16, 1990 and updated in 2008 and 2012.

The terms and conditions of employment for the Teleworker and the supervisor Telemanager remain unchanged. Work hours, overtime, compensation and vacation schedules must conform to the County Code, to Memorandum of Understanding (MOU) provisions and to terms otherwise agreed upon in the Telework Agreement by the employee and the supervisor.

It is required that County departments participating in the Telework Program must maintain detailed records of the number of employees participating in the program, number of days per week each employee Teleworks, records of signed agreements and orientation and training sessions offered in support of the program for a minimum of three years. A quarterly report to summarize this information will be generated by each department participating in the Telework Program and submitted to the Chief Executive Office, Office of Workplace Programs.

To remain eligible for program participation, All all Teleworkers and Telemanagers must shall comply with the County's Telework ~~s-~~Standards and Procedures, which address policy issues related to worker's compensation, use of County equipment, telephone costs, tax implications, and other issues deemed appropriate by the County.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: January 31, 1989

Review Date: October 21, 2004

Review Date: August 1, 2008

Sunset Review Date: April 26, 2003

Sunset Review Date: April 26, 2008

Sunset Review Date: April 26, 2012